

2012 Fall Foliage Festival Arts and Crafts Fair Guidelines and Logistics



Saturday, September 22, 2012

Main Street, North Adams, MA 01247

Guidelines for Crafters and Vendors

Thank you for your interest in the Fall Foliage Festival Arts and Crafts Fair. We know that if everyone follows a few simple guidelines the show will be able to run as smoothly as possible.

Licenses

Any food vendor not licensed in the City of North Adams is required to get a 1 day permit from the Health Department. The cost is \$50 and can be obtained through City Hall. Information is available at 413-662-3020. Completed applications can be mailed or faxed to 413-664-8135. All food vendors **must supply a menu**, a list of food items to be sold, **to the Health Department**. Licenses will be recorded by the craft committee to insure that all vendors are in compliance with city regulations.

Arts and Crafts

Please keep in mind that this is a fair for items that are **crafted or created by individuals and artists**. It is not a venue for mass-produced re-sale items. Vendors who do not follow this guideline will not be invited back in the future.

Set-Up

You may begin checking in at 7:00 a.m. and it will end at 8:30 a.m. Please send only one person from your group to check-in. Craft Fair Volunteers with badges and clip boards will be available at the corner of Eagle and Main Street by Supreme Pizza, the corner of Holden and Main Street by Shima, and the corner of American Legion Drive and Main St. You will be given a map of the street with your numbered spot indicated and ID badges for your booth workers. Please wear these so we may identify you as we move around the fair. You must be ready to sell at 9:00 a.m. Please make sure that you have the necessary change and any packaging materials for your products. The Fair Committee will not have these available. The banks on Main Street are open until noon if you need change.

Space Assignments

You will be assigned a lot number that will correspond to a Main Street booth map that you will receive when you check-in. Those who have submitted email addresses will be notified on Friday, Sept. 14 with their booth number. No assignments will be changed by request.

There will be volunteers who will help you locate your space and unpack your vehicle so that we may clear the street quickly of traffic. If you know where your space is located you may park off-site and begin unpacking while someone from your group checks in.

Break-Down

Crafters may not begin to tear down before 2:45 p.m. or they will be subject to not being invited back in the future. Cars may return to the area at 3:00 p.m. Please be clear of the area by 4 p.m. so that the street may be re-opened. Also, please be responsible for clearing any trash you have accumulated during the fair from the area to facilitate quick street reopening. Check your area to be sure you have not left anything behind. We will not be responsible for any articles left on the site.

We ask that you fill out an evaluation that you will receive at check in to help us to improve the Arts and Craft Fair for the future. You may hand it in any to any fair volunteer or mail to the address below.

Also, anyone who would like to help with next year's fair please contact **Veronica Bosley, Director of Tourism and Community Events, 6 West Main Street, North Adams, MA 01247.**

Any questions regarding this year's fair may be directed to **Veronica Bosley, 413-664-6180, by fax at 413-664-6383, or by email tourism@northadams-ma.gov.**